

Leadership Coffeyville By Laws

ARTICLE I- GENERAL

Section 1. Name. This organization shall be known and designated as Leadership Coffeyville, Inc. and qualifies as a 501 C(3) organization under the Internal Revenue Code.

Section 2. Mission. The mission of Leadership Coffeyville is to develop leaders who will make a difference in their community, workplace and family.

Section 3. Objective. The objective shall be to annually identify and involve a group of up to 20 citizens who have demonstrated their leadership potential.

ARTICLE II – BOARD OF TRUSTEES

Section 1. General. Leadership Coffeyville shall be governed by a Board of Trustees as hereinafter provided. The Board shall consist of (nine) 9 elected members as specified in Section 3 of this article.

Section 2. Nomination. The Chairman of the Board of Trustees shall appoint annually a committee of three (3) members to place in nomination individuals for election to the Board of Trustees. The nominating committee shall report its nominations on or before the October board meeting. The Board shall, at its next scheduled meeting (November), act on the report of the nominating committee and their action shall constitute and election.

Section 3. Number to be elected. There shall be a total of nine (9) trustees on the board. The Board of Trustees shall elect three (3) trustees to serve three year terms, and said process to continue thereafter.

As a minimum but not limited to, at least one (1) member of the Board of Trustees shall be an alumnus of a previous Leadership Coffeyville class.

Section 4. Election. Election by the Board of Trustees shall be done following the nominating committee's report.

Section 5. Eligibility for Re-election. Trustees shall be eligible for re-election to an additional three-year term. Following the completion of two (2) three-year terms, they shall not be eligible for re-election until after an interval of at least one year following the completion of the final year of service.

Section 6. Vacancies. The seat of any elected member of the Board of Trustees will be declared vacant by the Chairman after the absent trustee shall have been absent without explanation from three consecutive regularly called meetings of the Board. Upon declaration of the vacancy, the chairman is authorized in each case to notify the nominating committee for recommending a replacement.

Section 7. Functions of the Board. Meetings of the Board of Trustees shall be held as often and at such times and places as may be decided upon by the Board. At least four (4) meetings shall be held each year. Special meetings of the trustees may be called by the chairman via email or requested via email by (5) five of the Trustees. Five (5) business days' notice shall be given by email to all trustees prior to any regular or special meeting of the board.

No board member may vote by proxy.

ARTICLE III – OFFICERS

Section 1. Officers to be elected. Elected executive officers of the organization shall be a Chairman, Vice Chairman, Secretary, and Treasurer. The Secretary and Treasurer need not be members to hold office. All officers shall be elected for terms of one (1) year by the Board following the election of new Trustees. The officers' terms will begin in January and end in December.

Section 2. Nominations and election of officers. Nomination for all offices of the Board of Trustees shall be made by the nominating committee. Following the completion of two (2) one year terms, they shall not be

Leadership Coffeyville By Laws

eligible for re-election to that office until after an interval of at least one year following the completion of the final year of service, unless approved by the Board of Trustees.

In the event of death or resignation of any of the officers, the most recently appointed nominating committee shall submit to the Board, at its next meeting, a nominee for the vacated office. Also, any trustee may nominate an eligible person for such office at the Board's meeting at which such election shall occur. The Board shall proceed to elect an officer to fill each such vacancy as may exist.

Section 3. Duties of officers. The Chairman of the Board of Trustees shall be the chief officer of the organization and shall be the official spokesperson and shall preside at all meetings of the Board of Trustees. The Chairman may also appoint persons to chair any necessary committees.

The Vice-Chairman shall serve as second in command, shall preside at all meetings where the Chairman is not present, and shall assume the duties of the Chairman should he or she become unable to fulfill his or her responsibilities.

The Secretary shall be present at all meetings of the trustees and shall keep full minutes thereof.

The Treasurer shall have the custody of Leadership Coffeyville's funds and shall keep full and accurate accounts of receipts and disbursements of the funds of the Leadership Coffeyville and shall deposit all moneys and other valuable effects in the name and to the credit of Leadership Coffeyville and in such depositories as shall be named by the Board of Trustees.

ARTICLE IV – GENERAL OPERATING PROCEDURES

Section 1. Committees. The Leadership Coffeyville committee structure shall consist of a committee for curriculum purposes and a committee for recruitment and selection of an annual class. The Chairman of the Board of Trustees appoints the committee chairmen and may appoint any other committees which are deemed necessary by the Board to carry out Leadership Coffeyville functions.

The Chairman of Leadership Coffeyville curriculum committee shall be responsible for planning and implementing the Leadership Coffeyville program for that program year.